



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

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BWSP OPERATIONS MEMO

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Non W-2 ☒ **W-2** ☐ **CC** ☐

PRIORITY: High

SUBJECT: FOOD STAMP PROGRAM "EAT SMART & PLAY HARD" FOLDER

CROSS REFERENCE: Operations Memos 99-09 & 00-43

EFFECTIVE DATE: Immediately. Folders will arrive at the agencies the week of June 18, 2001.

PURPOSE

This memo provides guidelines for the distribution of a folder to all Food Stamp (FS) participants.

BACKGROUND

Concern for the FS error rate has prompted the creation of a folder for FS participants. Payment accuracy is often compromised because participants do not report changes as required by policy. A delay in benefits may occur when verifications are not returned timely at the time of the change or at review. This folder provides a reminder to participants and offers them a place to store verifications until needed. Other states have used a similar folder and it has been helpful in reducing their client error rate by increased reporting.

IMPLEMENTATION

Folders are being printed for distribution to all agencies. The distribution is to begin the week of June 18, 2001. The folders will be printed in batches and will be sent to individual agencies when there is an adequate supply for that agency. Your agency may begin distribution as soon as the supply is received.

The title of the folder is "Eat Smart and Play Hard." This is the motto for FNS (Food and Nutrition Service). The right inside pocket will be printed with a list of changes that need to be reported within 10 days of the change. The pocket will also have a slot for your business card. The left inside pocket will list the verifications that should be stored in the folder and brought in at each review.

Agencies should give each FS recipient a folder at the next review and at application for new participants. Each worker should explain how the folder may be used and encourage the participant to bring the folder, with verifications, to each review. It will be at the agency's discretion to give a participant a new folder if the old one is lost. We have translated the language on the folder in both Spanish and Hmong. Your agency may place the translated versions inside the folders to accommodate these participants.

Questions may be directed to Tom Van Ess, Office of Nutrition Services and Program Integrity at 608-266-8628.

Cambios que usted debe reportar en el plazo de 10 días a partir del cambio!

Changes that you must report within 10 days of the change!

Cambios en el Número de Personas que Viven en Su Casa:

Changes in number of people in your house:

- ♦ Cuando una persona nace o muere
When a person is born or dies
- ♦ Cuando alguien se muda/mueve a la casa o se va de la casa
When someone moves in or out

Cambios en Ingresos:

Changes in income

Ingresos no ganados:

Unearned income

- ♦ Cambios de \$25 o más
Changes of \$25 or more

Ingresos Ganados:

Earned income

- ♦ Cambios en Sueldo o Salarios
Changes in salary or wages
- ♦ Cambios de Estatus de Tiempo Completo o de Media Jornada
Changes in full or part-time status
- ♦ Cambios en la Fuente de Ingresos (Patrón)
Changes in the source of income

Cambios en Alojamiento:

Changes in housing

- ♦ Su nuevo DOMICILIO cuando usted se muda/mueve
Your new address when you move
- ♦ Cambio en el PAGO del ALQUILER o de HIPOTECA si usted se muda/mueve
Change in rent or mortgage payment if you move
- ♦ Cambio en el pago de SERVICIOS PÚBLICOS, tales como teléfono, las luces, calefacción, aire acondicionado si usted se muda/mueve
Changes in utility payments, such as phone, lights, heating, cooling if you move

Cambios en Recursos:

Changes in resources

- ♦ Cambio en VEHÍCULOS que los miembros de su hogar poseen
Change in vehicles your household owns
- ♦ Aumento de dinero total en efectivo y de ahorros para todos los miembros de su hogar que exceda \$2000 (o para los grupos de Estampillas de Comida que tienen un miembro de 60 años o más de edad, \$3000)
Increase in total cash and saving for all household members that exceed \$2000 (or for FS groups that have a member 60 or over, \$3000)

Para Reportar Cambios:

To report changes

- ♦ Reporte en forma escrita a la agencia local
Report in writing to the local agency
- ♦ Reporte llamando por teléfono a su trabajador de elegibilidad
Report by phoning your eligibility worker

COMA INTELIGENTE Y JUEGUE DURO

EAT SMART AND PLAY HARD

RECUERDE GUARDAR LO SIGUIENTE PARA EVITAR UNA INTERRUPCION DE SERVICIOS!

REMEMBER TO SAVE THE FOLLOWING TO AVOID A DELAY IN BENEFITS

❖ Talones de cheques para todos los miembros de la casa que esten empleados

Pay stubs for all employed household members

❖ Gastos del alquiler/renta y de utilidades/servicios publicos

Rent and utility expenses

❖ Cartas bancarias

Bank Statements

❖ Recibos del cuidado de nino

Child Care Receipts

❖ Inscripcion de la escuela

School Enrollment

"NOJ NTSE THIAB UA SI KOM HNYAV"

EAT SMART AND PLAY HARD

NCO NTSOOV CEEV CIA RAW S LI COV MUAJ
NPE TAU TEEV HAU V QAB YOG TIAS TSIS XAV
KOM IB QHOV PAB TUAJ QEEB

REMEMBER TO SAVE THE FOLLOWING TO AVOID A DELAY IN BENEFITS

❖ Tag nrho koj tsev neeg cov tw tshev los tom hauj
lawm los (checks)

Pay stubs for all employed household members

❖ Cov ntawv them nqi qiv tsev thiab nqi dej/taws

Rent and utility expenses

❖ Cov ntawv qhia nyiaj tuaj tom txhab cia nyiaj

Bank statements

❖ Cov ntawv them qi them zov menyuam

Child care receipts

❖ Ntawv rau npe kawm ntawv

School enrollment

Tej yam pauv uas koj yuav tsum tau qhia tsis pub dhau 10 hnuv

Changes that you must report within 10 days of the change!

Pauv Coob Thiab Tsawg Ntawm Koj Tsev Neeg:

Changes in Number of People in Your House:

- **Thaum twg yug/muaj me nyuam ntxiv los yog muaj neeg tau tas sim neej**
When a person is born or dies
- **Thaum neeg tsiv los rog koj nyob los yog tawm hauv koj tsev lawm**
When someone moves in or out

Pauv Ntawm Nyiaj Txiag:

Changes in Income

Nyiaj Lwm Yam Uas Tsis Yog Koj Ua Hauj Lwm Tau:

Unearned Income

- **Tau nyiaj tsaj li \$25 rov saud**
Changes of \$25 or more

Nyiaj Tau Los Ntawm Yus Txoj Laj Kam:

Earned Income

- **Pauv Ntawm nyiaj hli los yog nyiaj hnuv/teev**
Changes in Salary or Wages
- **Pauv ua num ib hnuv los yog tsis puv hnuv**
Changes in Full or Part -Time Status
- **Tau nyiaj lwm qhov los, los yog txawv dua qub**
Changes in the Source of Income

Pauv Txog Vajtse:

Changes in Housing

- **Koj qhov chaw nyob tshiab thaum twg yog koj tsiv**
Your new Address when you move
- **Pauv ntawm nqi qiv tsev nyob los yog nqi tsev koj yuav lawm**
Change in Rent or Mortgage Payment if you move
- **Pauv ntawm nqi dej nqi taws, xws li xovtooj, teeb, cuasov, cuatxias yog tias koj tsiv lawm**
Changes in Utility payments, such as phone, lights, heating, cooling if you move

Pauv Ntawm Khoom Ntiag Tug:

Changes in Resources

- **Pauv ntawm tsheb koj tsev neeg muaj**
Change in Vehicles your household owns
- **Cov nyiaj tag nrho ntawm tes ntxiv rau cov nyiaj nyob rau tom txhab cia nyiaj tag nrho ntawm koj tsev neeg yog tshaj \$2000 (los yog nyob rau tsev neeg uas muaj ib tug neeg laus 60 xyoo rov saud, yog tshaj \$3000)**
Increase in total cash and saving for all household members that exceed \$2000 (or for FS groups that have a member 60 or over, \$3000)

Kev Qhia Txog Kev Pauv:

To Report Changes

- **Sau ntawv tuaj qhia rau koj qhov chaw thov nyiaj**
Report in writing to the local agency
- **Hu xovtooj mus qhia rau tus neeg tuav ntaub ntawv ua nyiaj rau koj ntawd**
Report by phoning your eligibility worker.